

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4314    **TITLE:** ASSISTANT COMMONWEALTH ATTORNEY I  
**GRADE:** S-23

**DEFINITION:**

Under supervision, to prepare and present civil and criminal cases; to provide legal counsel to operating departments; and to do related work as required.

**TYPICAL TASKS:**

Prepares and tries civil and criminal cases;  
Advises law enforcement officials regarding the investigation of law violations;  
Interviews witnesses;  
Prepares and files complaints;  
Consults with department heads and others on a variety of County problems having legal implications;  
Conducts legal research and prepares briefs, ordinances and opinions as requested;  
Drafts necessary legal documents;  
Locates witnesses and defendants;  
Represents the County in hearings;  
Dictates letters, legal instruments and complaints.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of civil and criminal law;  
Knowledge of trial procedures and the rules of evidence;  
Knowledge of legal research methods;  
Ability to present statements of fact, law and argument clearly and logically;  
Ability to evaluate people and obtain information through interrogations.

**EMPLOYMENT STANDARDS:**

Graduation from an accredited law school.

Possession of a license to practice law in Virginia and admission to practice before local courts.